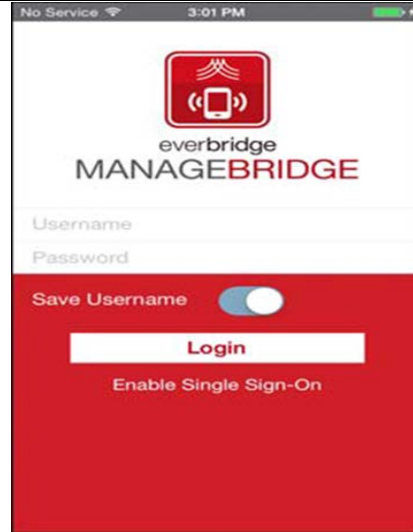


The following steps describe how to send a notification on Everbridge via mobile device

Instructions:

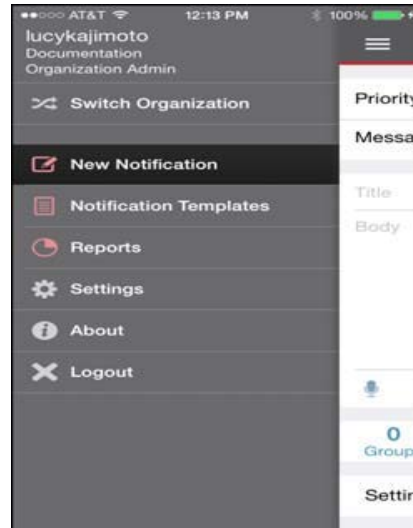
1. Download **ManageBridge** on your mobile device.



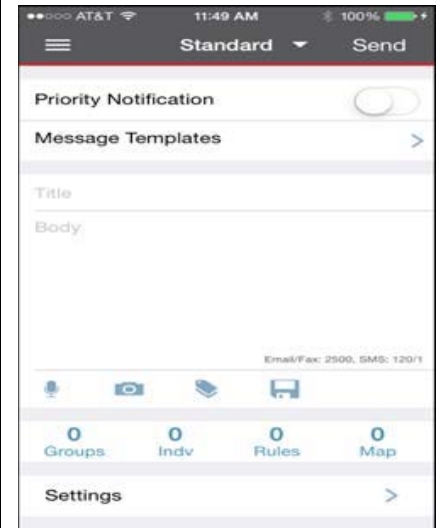
2. Select the organization admin.

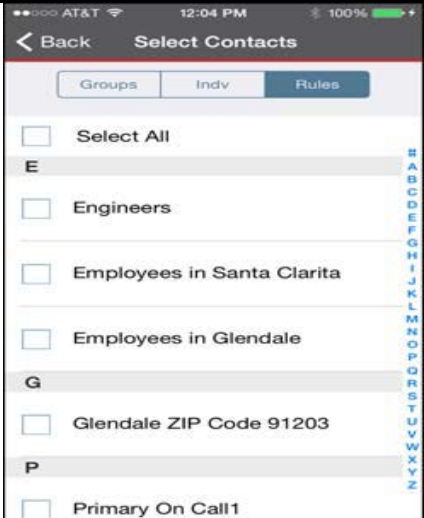
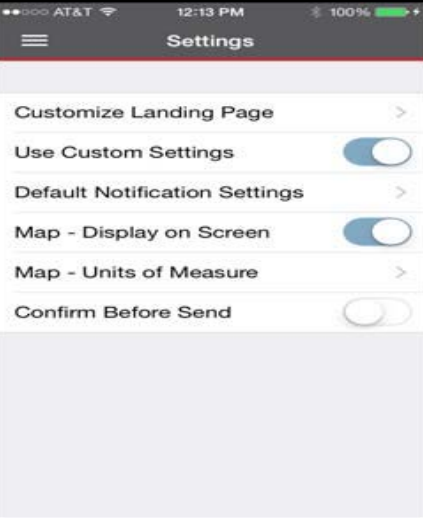
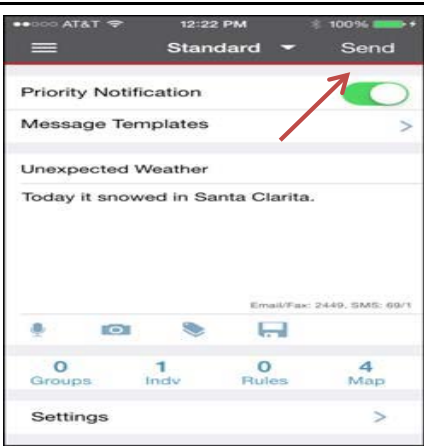



3. Choose notification template if one is available. (replace with steps 4 & 5 if this is the case)



4. Select the message type and priority. Write the title and body of message.



<p>Instructions:</p> <p>5. Select Contacts</p>		<p>6. Review and/or change the settings</p>	
<p>7. Send notification</p>		<p>8. If a user is unable to send a notification via phone app or browser, they can contact the Everbridge Operator by calling 1-877-220-4911. Everbridge operators are available 24 hours x 7 days a week x 365 days a year.</p> 	<p><b>Global Direct Emergency</b>          +1 818-230-9797  <b>U.S. &amp; Canada Toll-Free Emergency</b>          877-220-4911  <b>United Kingdom Toll-Free Emergency</b>          0800-098-8273  <b>Germany Toll-Free Emergency</b>          0800-181-9027  <b>France Toll-Free Emergency</b>          0-805-08-06-13  <b>Spain Toll-Free Emergency</b>          900-83-88-75</p>